

Position Available Editor

Michigan Supreme Court
Reporter of Decisions
Salary Range: \$47,710.80 to \$61,825.68



DUTIES: Reports to the Reporter of Decisions. Edits opinions of the Court of Appeals for publication in the "Michigan Appeals Reports." Ensures proper style, language, and compliance with the Court's opinion style manual for uniformity and consistency. Suggests language changes as appropriate to clarify the opinion. Reviews all citations of authority and quotations against the source material to ensure accuracy and compliance with the Court's requirements for citations. Prepares a syllabus to be published with the opinion to summarize the facts and holdings of the opinion and prepares headnotes to provide indexed concise statements of the holdings of the opinion. Ensures the summation is an accurate reflection of the opinion in order that it can be used for quick reference and legal research. Communicates with judges and law clerks regarding the reasons for suggested changes in style or presentation of a decision prior to its publication.

LOCATION: Michigan Hall of Justice, Lansing, MI.

EDUCATION: Juris Doctor (JD) from an accredited law school.

SKILLS: Between one and two years of prior trial or appellate practitioner experience with emphasis on legal writing, preferably with experience in the publication of legal materials.

E-mail preferred to Ruiz-HelmicP@courts.mi.gov, or mail cover letter and resume by June 16, 2006 to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

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